



RFP – CONSERVATION ELEMENT UPDATE & EIR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

REQUEST FOR PROPOSALS Conservation Element Update and EIR March 2007

SECTION 1 - GENERAL INFORMATION

1.1 PURPOSE

The purpose of this request for proposals (RFP) is to provide interested parties with sufficient information to enable consulting firms to submit proposals concerning an update of the Conservation Element of the County General Plan coordinated with a program environmental impact report (EIR).

1.2 RIGHT OF REJECTION

The County reserves the right to reject any or all proposals received as a result of this request. The County will not pay for any information contained in the proposals obtained from participating firms. The County is not liable for costs incurred by firms prior to issuance of a contract. The County also may negotiate separately with any source in any manner necessary to serve the best interest of the County. This request for proposals is made for information and planning purposes only. Awards (if made) will not be made solely on the basis of proposals resulting from this request.

1.3 HOW TO SUBMIT PROPOSALS

In order for proposals to be examined and evaluated by the Department of Building and Planning, the County is requesting seven (7) copies of the proposals and seven (7) copies of any supportive materials. Proposals must be delivered no later than 5 p.m., April 13, 2007. Please ship copies so as to insure prompt delivery to:

JACK MARKEY
GENERAL SERVICES DEPARTMENT
COUNTY OF SAN LUIS OBISPO
COUNTY GOVERNMENT CENTER
SAN LUIS OBISPO, CA 93408

Once submitted, the proposals and any supplementary documents become the property of the County.

1.4 ACCEPTANCE OF PROPOSAL CONTENT

If a contract is awarded as a result of a response to this request, the County will select the successful individual or firm as quickly as possible after the final date for receipt of the proposals. However, final award is contingent upon successful contract(s) negotiation.

It is likely that the content of the proposal of the successful bidder will be used in a legal contract of agreement. Bidders should be aware that methods and procedures proposed are likely to become contractual obligations.

1.5 INQUIRIES

If the consultant has any questions regarding this RFP, contact James Caruso at (805) 781-5702 (jcaruso@co.slo.ca.us).

1.6 CONTRACT AMOUNT

The consultant shall prepare a fixed cost estimate for the services requested in this RFP. The not-to-exceed cost may include the extent of work that the consultant considers realistic to comply with this scope of work. Additional meetings, community meetings, public hearings may be bid on a time and materials basis. Preparation of documents shall be proposed based on deliverable products.

1.7 PROJECT LOCATION

The revised Conservation Element will address the entire County. Currently, the County is divided into (thirteen) 13 planning areas that consist of both rural and urban areas. The Conservation Element, while a county-wide document, is mainly focused on the rural areas where the resources addressed in the element are usually located.

1.8 PROJECT DESCRIPTION/BACKGROUND

The County Dept of Planning and Building is currently revising and consolidating several elements of the General Plan. Collectively, this project is referred to as the update to the Conservation Element. Six general plan elements will be consolidated into the revised and updated Conservation Element: The earlier Elements will require the most consultant work:

1. **Conservation Element (1974):** This Element contains policies regarding water conservation, water pollution, flood control, air resources, and biological resources. The consultant will focus work on this portion of the consolidated element.
2. **Historic Element (1974):** Contains historical and archaeological resource policies. The consultant shall consider these policies, together with similar policies in the Agriculture and Open Space Element, to form the basis for the new Cultural/Historical resource chapter.
3. **Esthetic Element (1974):** Contains noise, odor and visual policies. The consultant shall revise all policies in this element for inclusion in the revised Element.
4. **Energy Element (1994):** One of the first Energy Elements developed in California, this Element addresses energy conservation and efficiency, distribution and generation. Department staff is working on the revisions to this chapter in-house.
5. **Off-Shore Energy Element (1993):** Revisions to this Element require the Consultant to review the existing text and propose a method for chapter placement, language revisions and updates.
6. **Agriculture and Open Space (1998):** Revisions to the Agriculture portion of this element will not require consultant work. The Open Space Element contains many policies that will

form the basis for such chapters as biological resources, air quality and cultural/historical resources.

Policies and programs from the Land Use element are also proposed to be consolidated into the Conservation Element. These include portions of the Framework for Planning and the various Area Plans. The consultant shall review these documents from Framework for Planning and other portions of the Land Use Element and propose updates, revisions and chapter placement regarding:

1. General Goals
2. Scenic Highways
3. Appropriate Levels of Service
4. Energy/Extractive Area
5. Area Plan Policies and programs

The first portion of the work has been completed. Initial public meetings have occurred and the policies and programs of the six existing elements have been combined into one document. This “policy-only” draft document is referred to as the “working draft”. Staff estimates that 75% of the revised Conservation Element is already embodied in these existing elements. The working draft will be chaptered to include the following resource chapters in the revised Conservation Element. The chaptered draft will be available prior to contract approval:

- | | |
|------|-------------------------------|
| I | Agricultural Resources |
| II | Air Quality |
| III | Biological Resources |
| IV | Cultural/Historical Resources |
| V | Energy Resources |
| VI | Mineral Resources |
| VII | Open Space Resources |
| VIII | Soils |
| IX | Visual Resources |
| X | Water Resources |

A majority of the work will entail updating, improving, consolidating and revising the existing policies and programs. The information base in each existing element chapter will also need to be updated. The Dept will expect the consultant to develop “cutting edge” policies that are not now part of the consolidated elements. These issues will include: green building policies, watershed protection for the Nacimiento reservoir, water conservation, biological resource protection, night sky protection and conservation-oriented land use patterns such as smart growth.

The goal of this update process is to add “cutting-edge”, progressive policies to conserve natural resources to the existing county General Plan elements. The revised Conservation Element will be policy oriented with maps, background reports, tables and charts located in appendices.

SECTION 2 - SCOPE OF WORK

The following is intended to provide the consultant a basis on which to prepare a proposal. This will include the overall process envisioned (and what role the consultant would play), what tasks or information are expected to be completed by the consultant and what would be prepared by staff.

2.1 GENERAL REQUIREMENTS

Generally, the following major steps are envisioned to complete this update effort:

1. Review working draft and existing information base from existing elements and other applicable documents.
2. Update the information base from each element as directed.
3. Identify policy gaps and develop new, "cutting edge" goals, policies and implementation measures.
4. Prepare a Program level EIR consistent with CEQA Guidelines section 15166.
5. Attend sub regional workshops with county staff.
6. Attend Planning Commission and Board hearings.
7. Prepare a biological resource inventory/mapping

2.2 BACKGROUND INFORMATION

To provide background information and facilitate the timely preparation of proposals and the environmental documents, the following documents are available for review in the Long Range Planning division of the Department of Planning and Building. Many of these documents are available on the Department web site, www.sloplanning.org.

- Growth Management Ordinance (Title 26)
- El Pomar Update and EIR (2003)
- County Land Use Ordinance
- Framework for Planning - Part I of the Land Use Element
- Land Use Element Area Plans
- Salinas River Area Plan update (Jan. 1996)
- Resource Management System Summary Report (2006)
- County Noise Element (1991)
- Agriculture and Open Space Element (1998)
- Rural Settlement Pattern Strategy - Phases I - III
- Parks and Recreation Element (2006)
- Countywide Public Facilities Fee Program
- County-wide fiscal model (1993)*
- San Luis Obispo, North Coast and Estero Fiscal Analyses *
- Salinas River Area Plan update FEIR (Jan. 1996)*
- County Land Use Element EIR (1980)*
- A Study of Non-conforming Subdivisions in Rural Areas (Nov. 1977) *
- Paso Robles Groundwater Basin Study - DWR*
- Clean Air Plan and Technical Appendices (1995), including Emission Inventory, Stationary Source Control, Meteorology*
- State Natural Diversity Database*
- Report on Sludge Disposal in SLO County (Aug., 1989; Co. Eng. Dept.)*
- Master Water and Sewer Study (1976; Co. Eng.) & Master Water Plan Update (1986)*
- San Luis Obispo County Affordable Housing Strategy Study (1993)*
- County's Smart Growth Criteria for Development Projects
- Guiding Principles for Smart Growth
- County maps and GIS data

* Since we have only one copy of most of these documents, they will be available for review in-house only (for proposal writing purposes).

The updating required for each chapter of the revised element is described below. The consultant will work closely with county staff to identify policy changes and other revisions to the updated Conservation Element as work tasks are completed. The county has conducted 2 initial public meetings: 1) with the Water Resource Advisory Committee (WRAC); and 2) the general public. Additional public meetings and workshops will be scheduled.

2.3 GENERAL INFORMATION

The consultant shall assist the County in preparation of a consolidated, revised Conservation Element. In order to control costs, County staff shall be responsible for many portions of the work. For example, public outreach will be developed and conducted by staff and the Energy chapter shall be compiled by staff. The consultant will be expected to attend the workshops and take part; however, the arrangements and programs shall be a staff responsibility.

The primary expectation of the consultant's work is to review existing elements and other documents, develop "cutting edge" goals, policies and programs to conserve and protect resources. In addition, it is expected the consultant will also perform the following:

1. Fill the "gaps" in the working policy draft;
2. Update or assist staff in the updating of the information base from each element to be consolidated;
3. Review possible general plan formats and assist staff in development of Element format; and
4. Compile, organize and word process the Conservation Element text and graphics to achieve a user-friendly appearance according to a general format established by staff

2.4 Tasks

Task 1 Consult with County/State agencies and local organizations

The consultant will consult with federal, state and local agencies and non-governmental organizations. This consultation shall be used to assist in development of updated information base and development of new policies and programs. These agencies and organizations shall include:

1. County Public Works (Water)
2. Air Pollution Control District (air quality)
3. Parks Dept (open space)
4. California Dept of Fish and Game (biological resources)
5. US Fish and Wildlife Service (biological resources)
6. Native American organizations (cultural resources)
7. Energy providers (So Cal Gas; PG&E)
8. SLO Green Build

Task 2 Review Existing Elements and Update Information Base:

The consultant shall familiarize him/herself with the existing elements to be consolidated. The information base in several chapters will be out of date and the consultant will be responsible for the updating. These chapters will include:

1. Air Quality

- a. Review existing Conservation Element air quality section and Clean Air Plan
- b. Consult with APCD
- c. Update existing information base.
- d. Update air quality chapter using contemporary information and Clean Air Plan.
- e. Develop new policies and programs consistent with CAP, including smart growth.

2. Biological Resources

- a. Conduct a biological resource inventory and mapping project as described in Appendix A.
- b. Review existing Open Space and Conservation Elements
- c. Consult with resource agencies
- d. Identify policy/program gaps
- e. Develop sub-chapters:
 - i. Trees
 - ii. Riparian corridors
 - iii. Wetlands
 - iv. Endangered species
 - v. Marine environment
 - vi. Areas of potential biological significance.
- f. Develop new policies and programs including smart growth.
- g. Discuss potential for regional HCP programs.
- h. Review literature on eucalyptus trees and propose policies for the protection or removal.

3. Water Resources

- a. Review existing general plan elements and other documents
- b. Consult with Department and other agency staff including Public Works, Environmental Health, Regional Water Quality Control Board.
- c. Identify goal, policy and program gaps.
- d. Develop new policies and programs focusing on resource conservation and protection.
- e. Recommend new Nacimiento Lake watershed protection policies and programs

4. Visual Resources.

- a. Review existing general plan elements and documents including Land Use Element and Esthetic Element.
- b. Consult with Department and other county staff
- c. Consolidate scenic corridors from area plans.
- d. Identify gaps in goals, policies and programs
- e. Develop new scenic policies and programs.
- f. Develop night sky policies and programs.

The information base update in other chapters such as open space, agriculture, cultural resources will be completed by staff.

Task 3 Develop New Policies and Programs

The consultant will identify “policy gaps” and will develop new goals, policies and programs to address these gaps. The consultant will work with Department staff to develop these goals, policies and programs. Policy development shall focus on:

1. Air quality
2. Biological resources
3. Cultural resources
4. Energy and green building
5. Visual resources
6. Water resources.

New policies shall be oriented toward forwarding the county’s emphasis on “smart growth” principles. Programs shall be established to implement these new policies. Program development shall focus on:

1. Changes to other general plan elements and ordinances to assure internal consistency;
2. Changes to existing land use patterns to address resource conservation.
3. Implementation of smart growth principles.

Program EIR

The consultant will compile the work to date and work with county staff to produce the draft Conservation Element. The consultant shall identify a detailed methodology whereby the revised Element is developed, to the maximum extent feasible, as a “self-mitigating” plan. The consultant team will coordinate with county staff on the most appropriate format for clarity, conciseness and ease of use.

Task 4: Identify Methodology for a Self-mitigating Element

The consultant shall clearly state how the CEQA document will be integrated into the Plan process. For instance, one method is to prepare the Plan and CEQA document at the same time in the same document. Mitigation measures become policies or programs. The final document identifies the mitigation measures as policies and programs. A second method integrates the CEQA document into a chapter of the Plan. At the end of the process, the plan shall stand on its own with the detailed mitigation measures and other CEQA components bound separately.

Task 5: Preparation of a Draft Program EIR

The consultant shall prepare a program level draft EIR for the proposed element. The program EIR shall meet the requirements of CEQA Guidelines section 15166 addressing EIR’s as part of a General Plan. The Program EIR shall meet all of the requirements set forth in the California Environmental Quality Act (Public Resources Code 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, section 15000 et seq.). The Draft EIR shall be preceded by an administrative draft EIR for County review and comment only.

The following topics shall be addressed in the EIR. Other issues to make the EIR a complete document in compliance with CEQA also shall be addressed. Identified impacts shall be designated as significant or insignificant pursuant to the criteria of CEQA. Indirect or secondary impacts of the plan shall also be discussed and mitigation measures recommended.

A. Environmental Setting

The environmental setting section shall include, but not necessarily be limited to, discussion of the physical setting, existing land use, and consistency with applicable policies and plans. The County Planning Department will assist consultant in the preparation of the consistency section. The existing elements (Ag and Open Space, Conservation and Energy) shall be fully utilized for background level information for each EIR section as appropriate.

B. Aesthetics

The consultant and staff shall develop this section from existing information in the Ag and Open Space Element and other extant documents. The focus shall be on impacts to aesthetic resources from new policy and program development. It is assumed that the impacts will be limited to the urban/rural frontier where smart growth policies may direct future development. The following shall be taken into consideration:

- a. Summarize the aesthetic character of the county landscape.
- b. As needed, summarize specific policies that may significantly impact scenic backdrop areas.
- c. Assess potential visual impacts under existing conditions, as well as to the existing and proposed plan.
- d. Review and adoption of the Community separator study.
- e. Identify any additional mitigation measures that would minimize impacts to visually sensitive areas.

C. Air Quality

Staff, along with the Air Pollution Control District, will provide existing information on existing conditions. The consultant shall identify and describe the significant environmental constraints of the county, sufficient to be used as the basis for developing policies for the update. This section of the EIR should include, but not be limited to, the following:

- a. Summarize the existing climatic and air quality conditions.
- b. Summarize the regulatory setting.
- c. Compare air quality impacts for existing conditions, existing and proposed plans. The focus of the analysis should be placed on consistency with all applicable (mostly land use) strategies of the Clean Air Plan (CAP), as well as those policy changes that are determined to be potentially significant.
- d. Estimate potential cumulative impacts.
- e. Identify and coordinate feasible mitigation measures for the proposed plan, if any, not already in place to minimize potentially significant adverse air quality impacts to a level of insignificance.
- f. Discuss potential impacts, if any, to surrounding planning areas and urbanized areas.

D. Agricultural Resources

Staff will provide consultant digitized information on agricultural areas, as well as existing areas under Land Conservation Act contracts. The consultant shall use this information to identify potential impacts to agricultural resources from new policies. This agricultural resource analysis should include, but not be limited to, the following:

- a. Consultation with the County Agricultural Commissioner's Office and the California Department of Conservation.

- b. A description of the existing and historical agricultural setting, uses and practices including an emphasis on the unique rainfall, climatic, topographic and vegetative characteristics of the county.
- c. Identification and description of current and potential future water sources suitable for agricultural uses.
- d. Evaluation of the potential adverse effects to agricultural capability resulting from the existing and proposed plan. Where applicable, specific policies shall be discussed where potentially significant impacts are identified.
- e. Identification and discussion of the effectiveness of existing agricultural protection measures and what, if any, additional measures would be needed to protect agricultural resources.

E. Biological Resources

The unincorporated area of the County contains rich biological habitats that include many sensitive habitats of various kinds. These include the San Joaquin Kit Fox, Pismo clarkia and the Morro Shoulderband snail along with many other species and habitats. The biological resources evaluation will qualitatively evaluate potential impacts of new policies countywide. It should be remembered, however, that the proposed project will generally be protective of natural resources and habitats rather than focused on development. The analysis will proceed from this assumption.

- a. Review of the California Natural Diversity Data Base and relevant studies prepared in the area.
- b. Coordination with state and federal agencies, including the California Department of Fish and Game (CDFG) and U.S. Fish and Wildlife Service (USFWS), as well as conservation organizations as appropriate.
- c. As appropriate, prepare generalized site vegetation/habitat maps. Note however, that this work scope does not include a detailed inventory of special plants, nor does it include focused botanical or protocol level surveys for special status species as these types of surveys require extensive time and specific methods that are outside the scope of this analysis. The Dept's GIS section has extensive mapping data of biological resources. (see also section 2.4, task 2, 2a)
- d. Analysis of potential direct and indirect impacts to common and special-status biological resources by new policies and programs.
- e. Coordination with the Water Resources, Public Services, and other EIR sections to evaluate the effects of policy development on these issues, if any.
- f. Discussion of county wide habitat conservation plans, and;
- g. Identification of feasible program level mitigation measures to minimize impacts to biological resources.

F. Cultural Resources

San Luis Obispo County is an area with known cultural resource sensitivity. This section will use existing information sources, primarily a records search of the documents on file at the Central Coastal Information Center of the California Historical Resources Information System, housed at the University of California, Santa Barbara. No original field survey work will be conducted. The impact evaluation will qualitatively evaluate the potential for new policies and programs to adversely affect sensitive cultural resources based on state and local criteria. Both indirect and direct impacts to archaeological resources will be evaluated.

The consultant shall review archaeological site records, site location base maps, and other documents on file at the Central Coastal Information Center of the California Historical Resources

Information System, housed at the University of California, Santa Barbara. The consultant shall also utilize existing information from recently completed EIR's. The review will generally identify archaeological site densities and sensitivity of the County that may be affected by the proposed new policies.

G. Drainage, Erosion and Sedimentation

This section will address potential hydrological and water quality impacts. Specifically, this section will use existing information available regarding flooding to assess potential areas that may be prone to flooding hazards. Federal Emergency Management Agency Flood Insurance Rate Maps (FIRMs) and existing information available in the County Safety Element, applicable Master Drainage Plans, and information available from the Flood Control District will be used to assess potential impacts of proposed policies and programs.

H. Geologic Hazards

This section will describe the geologic setting for the county and will include a discussion of potential hazards that could affect policy development. The baseline conditions discussion will be based on information available from locally adopted Seismic Safety/Safety Elements, Division of Mines and Geology, the USDA Soil Conservation Service Soil Surveys for San Luis Obispo County, and other EIRs that have been prepared for affected areas. Specifically, this section will include:

- a. Review of publicly available literature sources and description of the geologic setting in the county.
- b. Identification of geologic hazards, including seismic and soils constraints that could affect policy and program development.
- c. Identification of appropriate mitigation measures to avoid or minimize the effects of identified.

I. Public Services

Consultant shall survey the following public service agencies to determine existing conditions, maximum capacities or acceptable thresholds and compare that to the existing and proposed plans:

- a. Sheriff/Police Protection
- b. Fire Protection
- c. Schools
- e. Solid Waste Disposal
- f. Recreation

This section of the EIR should include, but not be limited to, the above discussion and identify and coordinate feasible mitigation measures, if any, with the proposed plan to minimize potentially adverse impacts to a level of insignificance.

J. Traffic and Circulation

The traffic analysis shall evaluate the potential impacts on arterial and collector roads within the county. Emphasis shall be placed on results of smart growth policies that direct development away from rural areas:

- a. Establish existing baseline conditions;

- b. Qualitatively describe potential impacts of policy development.
- c. Identify potential mitigation measures that address traffic impacts of new policies and programs.

K. Water Resources

Staff will make available existing information and studies concerning water resources for the consultant to use in this EIR section. Additional investigations are not proposed for this plan update. This section of the EIR should include, but not be limited to, the following:

- a. Review of RMS Annual Summary reports to identify water short areas.
- b. Estimate of new policies' impact on water supply sources and demand.
- c. Water quality impacts
- d. Identification of mitigation measures to reduce impacts to a less than significant level.

L. Consistency With Adopted Plans and Policies

The EIR will include an evaluation of the proposed new policies' consistency with locally adopted plans and policies. This will include the review of the other adopted elements of the County General Plan, the County's Zoning Ordinance, and other County policy documents. As with the other EIR sections, this analysis will include a general discussion of proposed policies.

M. Growth Inducement

The EIR will evaluate the potential for the proposed policies to induce growth not anticipated under the existing General Plan. Specifically, it will analyze the potential for additional growth through the extension of roadways or infrastructure, or the oversizing of infrastructure that could remove an obstacle for growth. One of the goals of the proposed project is intended to implement smart growth principles that will redirect growth from rural to urban. This analysis will evaluate the extent to which growth could be induced more generally as a result of the proposed actions.

This section will also address irreversible changes that may be associated with the project. It will address use of non-renewable resources as well as primary and secondary irreversible effects that commit future generations to similar uses. Irreversible damage that could result from commitments of resources will be examined.

N. Alternatives

The alternatives analysis shall be prepared pursuant to CEQA Guidelines, and shall evaluate a minimum of four alternatives as followed:

1. Discussion and evaluation of project alternatives shall include, but not be limited to, the following:
 - a. No project.
 - b. Revised policies/programs
 - c. Increased conservation measures.
 - d. Alternative policies/programs as may be suggested
2. The alternatives discussion shall include the same level of analysis as the proposed project for all significantly affected resources.

O. Cumulative Impacts

The EIR must address all cumulative impacts within each area of analysis. The cumulative analysis shall include the proposed plan and other foreseeable projects. The discussion of cumulative impacts shall include, but not be limited to the following:

1. The proposed method for analyzing cumulative impacts shall be identified, including all assumptions based on existing setting and timeframe of analysis (i.e., 20 years).
2. Cumulative impacts shall be quantified when feasible, such as during the assessment of traffic and air quality impacts.
3. Any additional mitigation measures shall be identified, as applicable.

P. Other Required Sections.

The EIR will also include other sections required by CEQA, such as a table of contents, references, persons contacted, and list of preparers.

Q. Effects Found Not to Be Significant

The EIR will include a brief discussion of the impacts found to be less than significant, and that were otherwise not studied in detail in the body of the EIR. The section will serve the same purpose as would an Initial Study, in that it will provide resolution of the issues not examined in detail elsewhere in the EIR. These effects shall include, at this time, noise, population and housing, hazards and recreation.

R. Response to Comments

A time and materials not-to-exceed budget of 30 hours shall be included in the proposal and cost estimate to prepare responses to comments to the Draft EIR. Responses shall be prepared pursuant to Section 15088 of the State CEQA Guidelines. Responses shall be prepared in a format approved by the Environmental Coordinator.

S. Deliverables:

The format for all text documents, tables, charts, and illustrations shall be 8 1/2 x 11 vertical. If oversize inclusions are necessary, they will be 11 x 17. Document covers for all related documents shall be coordinated so they appear as a "set". All administrative drafts, drafts, and final documents shall be two sided, black ink, on white or light recycled stock paper.

Deliverables shall include:

1. Two (2) copies EIR Outline.
2. Five (5) copies of the Administrative Draft EIR with appendices and mitigation monitoring program (all copies in "oversized" three ring binders).
3. 50 copies of the Draft EIR with appendices as follows: 5 unbound, 3-hole punched; 2 unbound photo-ready copies (one single-sided and one two-sided copy); 25 bound copies and one electronic copy in original format [e.g., Word or WordPerfect]), and 75 CDs (with graphics) in .pdf format.
4. Provide the Draft EIR in a HTML, or other similar format, so text and graphics can be easily placed on the county's web site. The consultant shall provide website and a link from the Dept's website.)

5. Five (5) copies of the Administrative Final EIR and Administrative Response to Comments with appendices (all copies unbound, three-hole punched).
6. 60 copies of the Final EIR and Response to Comments with appendices as follows: 4 copies unbound (three-hole punched); 1 unbound photo-ready copies (one single-sided and one two-sided copy); 20 bound copies; 35 CDs (with graphics) in .pdf format.
7. One set of CDs/diskettes (or other electronic medium acceptable to the county), in Word (current version, properly formatted), with the Draft and Final EIR, mitigation monitoring program and appendices. Spreadsheets and or databases developed for this EIR shall also be included on these diskettes using the latest County's spreadsheet software. If GIS program is developed/used, this information shall also be submitted electronically. The County uses ArcInfo and expects the following process to be used for GIS work:

The consultant shall also prepare an admin draft, draft, admin final and final plan. Preparation of these plans will either be consecutive or concurrent with the CEQA process depending on how the consultant chooses to structure the plan. The Department emphasizes the concurrent nature of the proposed plan process.

1. 15 copies of the Administrative Public Review Draft Plan.
2. 130 copies of the Public Review Draft Plan with appendices as follows: 3 unbound, 3-hole punched; 2 unbound photo-ready copies (one single-sided and one two-sided copy); 50 bound copies and one electronic copy in original format [e.g., Word], and 75 CDs (with graphics) in .pdf format.
3. 15 copies of Administrative Final Plan.
4. 100 copies of the Final Plan with appendices as follows: 2 unbound photo-ready copies (one single-sided and one two-sided copy); 50 bound copies and one electronic copy in original format [e.g., Word], and 48 CDs (with graphics) in .pdf format

NOTE: Any geographic information that is digitally mapped must be registered to the California state plane coordinate grid system (NAD83). Data based upon the USGS 7.5 min. quad sheet map series (1:24,000) must identify, at a minimum, the locations of the eight (8) lat/long coordinate grid points that represent the four corners and four interior points of the quad map. Data based on all other USGS maps (1:62,500, 1:100,000, 1:250,000) must identify, at a minimum, the locations of the four (4) lat/long coordinate grid points that represent the corners of each individual 7.5 min quad map. The County uses ArcInfo/ArcView GIS software and would prefer the GIS product to be provided in the ArcView "shape" file format.

The final EIR shall be prepared in accordance with CEQA and Guideline section 15166.

Task 6: - Public Workshops/Hearings

Sub-Regional Workshops

County staff will arrange for several sub-regional workshops to present the draft document. These workshops will be held either as part of community advisory committee meetings or as stand alone workshops sponsored by the Dept. In either case, the consultant shall attend and shall present information as discussed. At least three sub regional workshops will be scheduled. The consultant is expected to attend and make part of the presentations. Staff will handle the bulk of the work.

Task 7: - Planning Commission Hearing(s)

County staff will make the formal presentation to the Planning Commission. The consultant will prepare for and attend up to two (2) Planning Commission hearings to assist in the presentation, as necessary.

Task 8: - Board of Supervisor Hearing(s)

County staff will make the formal presentation to the Board of Supervisors. The consultant will prepare for and attend up to two (2) Board of Supervisor hearings to assist in the presentation, as necessary.

Task 9: - Prepare Final Conservation Element and EIR

Following the action taken by the Board of Supervisors, the consultant with direction from County staff will make the final edits and modifications to the document.

Deliverable Products: 100 copies of the Final Plan with appendices as follows: 2 unbound photo-ready copies (one single-sided and one two-sided copy); 50 bound copies and one electronic copy in original format [e.g., Word], and 48 CDs (with graphics) in .pdf format.

Task 10 – Meetings

The consultant shall be available to meet with one or more of the County or other agency staff when given advance notice. The cost estimate shall include at least twelve (12) meetings.

SECTION 3 - PROPOSAL CONTENT

3.1 FORM

Proposals and supporting materials shall be submitted in seven (7) copies suitable for evaluation. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks as described in this RFP.

3.2 PERSONNEL AND EXPERIENCE

Describe the project contribution of each key person and approximate amount of time to be devoted to the project. Include a resume for each of the key personnel detailing their special qualifications applicable to the project. Especially identify personnel with special experience in development of general plan policies and programs. Describe the firm's qualifications in relationship to the required services. Summarize past projects of a similar nature that the consultant's firm has completed. If subcontractors are to be used, describe the methods that will be used to assure their cooperation and performance.

3.3 COORDINATION

Describe the process for maintaining a close working relationship between the consultant and the County project manager. Considerable merit will be placed on a relationship in which County Staff is frequently and completely briefed on all work in process.

3.4 TASK TIMETABLE AND COST ESTIMATES

The proposal shall contain the tasks required to complete the project with a completion target date for each task (e.g., AminDEIR, DEIR, AdminFEIR, FEIR, etc.). The consultant shall estimate the costs per task.

The proposal shall include a table which specifies the following for each task: assigned personnel, number of hours to be spent, rate/hour, total cost. This table shall be divided to show the costs related to the program EIR and those that are related to the proposed plan.

3.5 OBJECTIVITY

Environmental Impact Reports are to be an independent, objective, and unbiased work product. Proposals shall certify that the consultant, principals, and subcontractors (if used) have the capacity to submit a neutral and unbiased environmental document.

3.6 SCOPE REVISIONS

The consultant is encouraged to contribute creative ideas to this scope of work. If the consultant identifies areas of concern or alternative methodologies not mentioned in this request, they should be described in the consultant's proposal and included in the cost estimate.

SECTION 4 - CRITERIA FOR EVALUATION OF PROPOSAL

The County of San Luis Obispo will evaluate the proposals based on, but not limited to, the following criteria:

4.1 UNDERSTANDING OF THE SCOPE OF WORK

- a. Demonstrated understanding of the project objectives.
- b. Consultant's approach to accomplishing the scope of work.
- c. Demonstrated knowledge of San Luis Obispo County issues.

4.2 METHODS AND PROCEDURES

- a. Consultant's general approach to evaluating the issues.
- b. Complete description of the procedures and analytical methods to be utilized.
- c. Adequacy and creativity of the proposal, especially regarding proposed methods for acquiring a working understanding of local issues, for facilitating the flow of information between participants and the consultant, and for assuring meaningful participation by local residents and interested parties in the planning process.

4.3 MANAGEMENT, PERSONNEL AND EXPERIENCE

- a. Qualifications of each participant and overall "skill-mix" for the firm.
- b. Prior experience and quality of similar plans, especially experience with rural communities.
- c. Policy development experience of project team.
- d. Information obtained by contacting references listed by the consultant.

4.4 CONSULTATION AND COORDINATION

- a. Procedures to be used to ensure close contact between consultant and the project team.
- b. Demonstrated experience in working with community groups and local government.

4.5 COST ESTIMATES

- a. Timetable and costs for completing the project, with total and for each component.

- b. Are professionals and nonprofessionals used for the appropriate tasks in the proposal?
- c. Quality of product and extent of scope delivered for the consultant's fee
- d. Are the cost estimates reasonable for the work product proposed?

4.6 SCHEDULE The consultant shall prepare a detailed schedule with key milestones identified. The schedule shall, at a minimum, address these time frames:

	<u>Milestone</u>	<u>Time Frames</u>
a.	RFP sent out	March 19, 2007
c.	Pre-proposal conferences	March 23, 2007
d.	Proposal due	April 16, 2007
e.	Consultant selection	April 20, 2007
f.	Contract approved	May 22, 2007
g.	Start work	May 23, 2007
h.	Public Review Draft Plan	1 st quarter 2008
i.	Draft EIR	3 rd quarter 2008
j.	Planning Commission hearings	1 st quarter 2009
k.	Board of Supervisors Hearings	2 nd quarter 2009

Attachments

1. Biological Inventory Scope of Work